

DATE: 18 March 1964

MEMORANDUM FOR: DD/S&T

ATTENTION: [REDACTED]

STAT

FROM: Contracting Officer, Procurement Division

SUBJECT: Renewal of Rental, Repair, Maintenance, Miscellaneous Services and Supply Type Agreements, FY 1965

REFERENCE: [REDACTED]

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1. In order that subject type agreements for the fiscal year 1965 may be in effect 1 July 1964 and to provide time for necessary negotiation, preparation, etc., kindly review the need for continuing the services provided under the Agreements listed on the reverse, and indicate thereon, action desired concerning one copy, properly executed, on or before the 15th of April 1964.

2. In submitting a copy of this memorandum as a request for continuing an existing Agreement, submission of the requisition may be delayed until fiscal year funds are available.

3. As soon as fiscal year 1965 funds become available to your activity, it will be necessary to submit a requisition (Form 88) with certification that funds have been allocated for the procurement. IMPORTANT: Please use the order/contract number as shown as subject on the reverse, as the voucher number of the requisition.

Distribution:

Orig. & 1 - Addressee
1 - OL/PD/GPB/GPS

OL/PD/GPB [REDACTED]

(24 Feb 64)

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

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COPY

DATE:

MEMORANDUM FOR: Procurement Division
ATTENTION: General Procurement Section, Rm. 1710 Qts. Eye
FROM:
SUBJECT: Order/Contract No. RENTAL-81

CONTRACTOR: Xerox Corp.

FOR: 813 Copier

EST. AMOUNT FOR 1964: \$275.00

Request action necessary to continue the service provided under subject agreement for the fiscal year 1965, with the changes, etc., as stated herein under "Remarks". A requisition (Form 88) with subject number shown as the voucher number, bearing the requisition number, allotment chargeable and amount as set forth below, will be submitted as soon as funds for the year become available.

REMARKS: (Indicate changes, including location, additions, deletions, comments on Contractor's performance, etc.)

Services provided under subject agreement are no longer required; action to discontinue same is requested.

REQUISITION NO. _____ EST. AMOUNT _____

PROCUREMENT CHGBL. _____ COST CENTER _____

(NAME - SIGNATURE)

(Room No., Building, Tel. Extension)

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